



**NORTHWEST GEORGIA HOUSING AUTHORITY
Position Description**

Position Title: Director of Finance
Reports To: Executive Director
Work Schedule: Full Time
Status: Regular Position
Wage/Hour: Exempt

POSITION SUMMARY

Under the direction of the Executive Director, the Director of Finance is the chief financial officer and is responsible for administering the fiscal operation of the Authority, including accounting, financial reporting, budgeting and budgetary controls. Must understand the Authority's mission and assist the Executive Director in the development of the mission and the means of attaining the goals of the Authority. The position is responsible for the direction, supervision and fiscal affairs of the procurement and the nonprofit functions of the authority.

MAJOR DUTIES AND RESPONSIBILITIES

- Must be a leader of significant systems, people, and resources necessary to accomplish the mission and goals of the Authority.
- Provides the implementation, maintenance and control of all fiscal affairs of the Authority including the oversight of the procurement, information technology, human resources and the nonprofit organization functions and operations.
- Prepare projections of proposed projects and programs to determine their feasibility including funding sources.
- Monitor the progress of programs and funding sources and provide reports of such progress to the Executive Director and Board of Commissioners.
- Implement internal control policies and procedures that will insure accurate and timely recording of all routine accounting transactions.
- Ensure specific control procedures are performed on a monthly basis for all balance sheet

accounts and for the following income statements accounts: Operating subsidy revenue, Grant revenue, Year to date and inception to date, all types of management fees revenue and expense, Payroll expense (All payroll expenses posted to the general ledger should be identifiable and reconcilable to payroll tax forms including the Federal form 941 and the Georgia Unemployment Tax returns.)

- Conducts periodic internal audits of all Authority departments relative to financial operations, controls and reporting procedures and submits summaries to the Executive Director, as directed.
- Prepares monthly financial summaries and budget updates for review by the Executive Director and Board of Commissioners.
- Arrange financing of those budgets from whatever sources are available. This would include seeking out funding sources and devising innovative funding resources.
- Coordinates all activities of the Finance Department of this Authority.
- Reports all Finance Department activities to the Executive Director.
- Prepares cash flow and availability information in a timely manner.
- Ensures that all financial operations are in order, on time and that all aspects are clearly and well documented.
- Performs and/or supervises monthly reconciliation, the closing of books at the fiscal year end, prepares statements for financial reports and prepares detailed account analyses as directed.

REQUIRED QUALITIES

- **Integrity and Trust** – Show consistency between words and actions.
- Protect confidential and sensitive information.
- Effectively handles emotions, including anger and frustration.
- **Ethics and Values** – Engages in open and honest dialogue with others.
- Treat all individuals (residents, staff and guest) respectfully, professionally and fairly.
- **Customer and Team Focus** – Establish and maintains effective customer relationships.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of the laws and administrative policies governing PHA financial and budgeting practices and procedures.
- Thorough knowledge of bookkeeping and accounting principles, methods and practices,

including GAAP and HUD accounting requirements.

- Considerable knowledge of computers, computerized systems and the use of computers for financial and other operations.
- Considerable knowledge of the general principles of finance, including budgeting and reporting.
- Ability to prepare informative financial reports and to maintain exacting accounting records and to prepare accounting reports and statements of some complexity.
- Ability to establish and maintain effective working relationships with other employees, supervisors and the public.
- Ability to effectively supervise subordinate staff.

EDUCATION AND EXPERIENCE

- Graduate of an accredited college or university with a Bachelor's Degree (Master's Degree preferred) in accounting, finance, public administration or a related field.
- A minimum of five (5) years' experience in financial management and planning, analysis and budgeting, preferably with public housing experience, of which two (2) years included managing and supervising subordinate staff, or any equivalent combination of relevant education and experience to meet the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

- Ability to be covered under the Authority's fidelity bond.
- Possession of a valid Georgia driver's license.